



## 9 Records and Records Retention

### Policy Statement

The Finance and Administration Records Center is responsible for providing a sound records management program for departments within the Office of the Vice President for Finance and Administration. The F&A Records Manager serves as the liaison for F&A units and provides retrieval service.

### Additional contacts

- Dwayne Weaver
- Phone Number: 706-425-3262

### Responsibilities

- Responsible University Senior Administrator: Vice President for Finance & Administration
- Responsible University Administrator: Associate Vice President for Finance Division
- Policy Owner: Administrative Services
- Policy Contact: Dwayne Weaver
- Phone Number: 706-425-3262

### Record Retention

The Finance and Administration Records Center complies with the University of Georgia Business and Finance Records Retention Schedule in accordance with the guidelines adopted by the USG Board of Regents Records Retention Practices.

[BOR 0472-11-015](#)

### FAQs

- **What records are stored at the Finance and Administration Records Center?**

Only records for units within the Office of the Vice President for Finance and Administration are stored in the Records Center facility.

- **Who do we contact for student transcripts?**

Please contact the Registrar's Office at 706-542-4040 for student information, transcripts or diplomas.

### Related information

Link to guidelines: <http://www.libs.uga.edu/recman/index.html>

◀ [Receiving and Redelivery](#) | [Risk Management and Insurance Claims](#) ▶

### Policy Dates

Effective Date:

Date Last Updated: 03/28/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: